



**Code: 1322**

Family: Human Resources

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Personnel

## **CLASS TITLE: ASSISTANT DIRECTOR OF COMPENSATION CONTROL**

### **CHARACTERISTICS OF THE CLASS**

Under direction, assists in managing the daily activities of the Compensation Control Unit in the Office of Budget and Management and participates in monitoring position control transactions for City departments, and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees the work of staff engaged in reviewing and auditing submitted transactions from operating departments in order to maintain position control in accordance with the City's Annual Appropriation Ordinance
- Interprets provisions and regulations applicable to employee compensation (e.g., Salary Resolution, Personnel Rules, Fair Labor Standards Act, collective bargaining agreements) for HR liaisons and department managers and ensures changes are appropriately applied by unit staff
- Assists staff and department liaisons in resolving atypical or problematic transactions and ensures changes are appropriately implemented in the Chicago Budget System (CBS)
- Calculates, verifies, and adjusts seniority, time in present positions, and salary grade allocations for incumbents, reinstatements, and new hires
- Serves as liaison with system vendors, city departments (e.g., Department of Innovation and Technology (DoIT), Department of Finance, Department of Human Resources) and internal information technology staff responsible for modifications and enhancements to related information systems and program applications (e.g., CBS, CHIPPS, CATA)
- Evaluates existing position control processes and prepares written recommendations to improve the administration of the City's employee compensation program
- Assists in coordinating and participating in special compensation projects and City-wide budget initiatives
- Gathers and analyzes employee compensation data in order to project costs for the annual budget process
- Assists in developing and implementing work standards and procedural changes to improve the quality and efficiency of unit operations
- Reviews and evaluates operating budgets of City departments to ensure adherence to established compensation guidelines and budget policies

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, Human Resources Management or a directly related field, plus three years of work experience in administering employee compensation or position control programs, or an equivalent combination of education, training and experience

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- Fast-paced, office environment with continual interruptions

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*employee compensation programs
- \*personnel administration principles, policies, practices, and techniques
- \*project management methods, practices and procedures
- \*employee training program design, development, implementation and evaluation
- \*training methods, practices, procedures, and resources

Moderate knowledge of:

- \*adult learning theories and practices
- \*budget preparation methods, practices, and procedures
- \*city-wide timekeeping and payroll methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions and determine the most appropriate choice

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE – Concentrate on a task over a period of time without being distracted
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
July, 2017